

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** MAINTENANCE JOURNEYMAN (With Designated Specialty -- Electrical, Plumbing, Painting, or Carpentry)

**REPORTS TO:** Buildings and Grounds Manager

**POSITION SUMMARY:**

Perform journeyman level work for the maintenance and repair of school district buildings and equipment.

**RESPONSIBILITIES:**

1. Perform necessary repair, alteration, improvements, or maintenance as assigned.
2. Estimate cost of repair projects in terms of labor, material, and overhead.
3. Coordinate work activities with other tradesmen as required to complete jobs in a safe, efficient, and cost-effective manner.
4. Examine district-owned facilities on a regular basis and perform needed preventive maintenance.
5. Review codes and regulations for applicability to work assignments.
6. Maintain tools, equipment, and vehicles in a safe and functional working condition (vehicles are maintained by following a service schedule).
7. Recommend supplies and equipment for purchase, and maintain the inventory of district-owned tools, equipment, and supplies.
8. Oversee the work of a helper, when applicable.
9. Work with staff, students, parents, and the general public in a professional and appropriate manner.
10. Maintain confidentiality.
11. Perform other tasks and assume responsibilities as assigned by the Manager of Buildings and Grounds, or designee.

**QUALIFICATIONS:**

1. High School diploma or GED.
2. Must have minimum of four (4) years of experience at the journeyman level; **and**
  - Completed an approved apprenticeship program; **or**
  - An additional four (4) years experience as an industrial or school district maintenance worker.
3. Must meet requirements for specific trades as follows:

Plumbing

- a. Upon employment by the District, Maintenance Journeymen with Plumbing Specialty must attend and successfully complete a state certified asbestos worker course and a state certified backflow test and repair course as scheduled by the District and must maintain certification in both areas while employed with Bellingham School District.
- b. Must possess a current A.R.I. certification per EPA Section 608, or have the ability to begin the process within sixty (60) days of employment and complete the process within six (6) months of employment. Must maintain certification while employed with Bellingham School District.

Painting

- a. Ability to perform journeyman painter duties, including those duties requiring respirator protection;
- b. Medical screening and respirator fit check annually or periodically, as required;

Electrical

- a. Labor and Industry Certified Journeyman Electrician status;
- b. May be required to attend and successfully complete a state certified asbestos worker course. Must maintain certification while employed with Bellingham School District.

Carpentry

- a. May be required to become certified in Medico Biaxial system and become advance master keying certified to maintain district keying system.
3. Must be able to accept direction from the Manager of Buildings and Grounds and be able to perform assigned duties with no direct supervision.
4. Must possess a valid Washington State driver's license.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

1. Ability to move, lift, shove, pull, push, and carry objects weighing up to 70 pounds using proper lifting techniques, hand trucks, and dollies.
2. Has sufficient manual dexterity to work with power tools, common hand tools, and small parts and components in the assembly and disassembly of equipment.
3. Has sufficient physical dexterity and flexibility to work in confined spaces such as tunnels, above ceilings, unfinished attic spaces and crawl spaces.
4. Ability to work in a prolonged standing position.
5. Climb/work on ladders up to 10 feet high while performing job duties.
6. Work while on scaffold or mechanical hoists up to 40 feet high while performing job duties.
7. Ability to stand, sit, crouch, and kneel as required by job duties.
9. Ability to work with and around loud power equipment.
10. Ability to work outdoors in all weather and temperature conditions.

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